



## **WATER UTILITY DEPARTMENT SAFETY AND TRAINING COORDINATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To coordinate the Water Department's safety and training programs and to perform safety and training functions that will assist in protecting the safety and health of city employees and the public.

### **Supervision Received and Exercised:**

Receives general supervision from the Environmental Hazardous Materials Supervisor, or other management staff.

May exercise technical supervision over Water Utility Department employees relative to safety and training matters.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- May assist with daily operations of the Household Products Collection Center (HPCC).
- Work directly with department administrators, supervisors and employees to develop, implement and coordinate health and safety programs; work closely with the safety committee, skill-based pay team and other department groups that have an interest in environmental, safety and health issues.
- Administer safety compliance documentation program; coordinate subject matter experts and consultants in the creation and maintenance of documents detailing job hazard analysis, standard operating procedures, and related training requirements; review and analyze procedures and training to ensure consistent operations and strict adherence to regulatory requirements.

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*Revised September 2001*

*Revised March 2005*

*Revised May 2006*

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### Water Utility Department Safety and Training Coordinator (continued)

- Perform audits at department job sites and provide recommendations on corrective actions; authorized to immediately halt work activities if deemed unsafe.
- Assist management with developing and maintaining the budget for safety and training concerns.
- Coordinate, schedule and track occupational safety and health training for department employees as required by law and/or deemed necessary through job description analysis.
- Coordinate, schedule and track departmental professional development training such as Skill Based Pay cross training, computer based training and technical skills training; assist employees in scheduling for other city sponsored courses such as ITD computer training and Tempe Learning Center programs.
- Create and enhance the safety culture; assist and promote team building among all employees through workshops, supervisor guidance and continual communication among all employees.
- Assist and promote team building among all employees through workshops, supervisor guidance and continual communication among all employees.
- Assist with, conduct, and/or oversee required audits to maintain compliance with OSHA, EPA, ADEQ, and other applicable laws and regulations. Establish and maintain various safety records, facility audit records, quarterly and annual safety and training reports, etc., to ensure compliance with all record keeping laws and guidelines.
- Review trade journals, newsletters and other publications to extract, summarize and disseminate the most current information regarding health and safety issues and state of the art maintenance functions.
- Coordinate, schedule and track classes for department employees to obtain State of Arizona Certifications as required by specific job descriptions and/or to ensure compliance with federal, state and local laws.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

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Water Utility Department Safety and Training Coordinator (continued)

**Experience:**

Four years of increasingly responsible plant, field, or administrative program experience for a Water, Wastewater, or Environmental Health and Safety field. Proficiency with general computer applications is desirable.

**Training:**

Equivalent to the completion of twelfth grade supplemented by specialized training in the fields of health, safety or environmental functions.

**Licenses/Certifications:**

May require possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

40-hour Hazwoper training within 12 months of hire.

Requires possession of, or the ability to obtain within 6 months of hire, one of the following certification tracks, as appropriate to position's assignment:

Grade I certification from the State of Arizona in **each** of the following **four** categories: Water Distribution, Water Treatment, Wastewater Collection and Wastewater Treatment.

**OR**

Certification as an Environmental health and Safety Specialist from the National Association of Safety Professionals, or related.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 8742**

**FLSA: Exempt**

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